NGDA Dataset Report

Official NGDA Title: Geographic Names Information System (GNIS)

Metadata Record Title: Geographic Names Information System (GNIS) - National Geospatial Data Asset (NGDA) Geographic Names Information System (GNIS)

A–16 NGDA Theme: Cultural Resources

Executive NGDA Theme Champion(s):

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Metadata:

Registration Status: Complete

Registered on 12/18/2014

GeoPlatform Link*: https://www.geoplatform.gov/node/243/73b54503-4ccd-4bd8-bef2-c10094e1d16d

Data.gov Metadata Link*: http://catalog.data.gov/harvest/object/6e1b7728-d106-44e4-9f2b-b24bf0d50416/html

*If the metadata has been updated and reharvested after publication of this report, the link may no longer be valid. The dataset may be searched for manually in Data.gov or GeoPlatform.gov.

NGDA Lifecycle Maturity Assessment (LMA) Report

Time Frame:

Baseline assessment responses include dataset activities from 1978 to 2015.

LMA Submission:

Status: Complete

Date: 10/29/2015

Extension Requested: Yes

LMA Reviewer(s):

Supervisor: Bob Davis lrdavis@usgs.gov

Theme Lead: Deidre McCarthy deidre_mccarthy@nps.gov

Executive Champion: Did not review

SAOGI*:   Did not review

Other: Did not review

LMA Verifier:

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Attachments:

To get access to any attachments referenced in the report, email the LMA Help Desk at NGDA_LMA_help@fgdc.gov. Please use the subject "Dataset Report Attachment(s)" and indicate the associated official NGDA title.

*Senior Agency Official for Geospatial Information (SAOGI)

Lifecycle Maturity Assessment (LMA) Summary

Overall Maturity:

Mature; Consistent	

General Questions: 75%

Mature; Consistent

Stage 1 - Define/Plan: 88%

Mature; Consistent

Stage 2 - Inventory/Evaluate: 50%

Managed; Predictable

Stage 3 - Obtain: 100%

Optimized; Established

Stage 4 - Access: 100%

Optimized; Established

Stage 5 - Maintain: 100%

Optimized; Established

Stage 6 - Use/Evaluate 100%

Optimized; Established

Stage 7 - Archive: 100%

Optimized; Established

NGDA Dataset Maturity Definitions:

How To Calculate Maturity: https://www.geoplatform.gov/sites/default/files/How_to_Calculate_Maturity.pdf

Maturity	Maturity Characteristics for All Lifecycle Stages
Optimized; Established Rank = 5	Dataset meets virtually all business needs of all users. The dataset is considered authoritative by owners and secondary users. It is curated across all stages of the approved lifecycle. Future needs are defined on a regular basis and resources for addressing both current and future business requirements are available.
Mature; Consistent Rank = 4	Dataset meets all the business needs of the primary owner and most of the secondary users. The dataset is curated and used as authoritative by the primary owner. Dataset is used widely by secondary users actively engaged in sustaining the dataset. Future needs are identified and steps are planned to address these. All stages are supported and reviewed on a recurring basis. The dataset is well managed in relation to the approved lifecycle.
Managed; Predictable Rank = 3	Dataset meets a significant number of the business needs of the primary owner and is widely used as an authoritative resource by secondary users. Benchmark activities are occurring in at least four of the approved lifecycle stages. Management practices in relation to the approved lifecycle is moderate but consistent. Dataset is integrating changing business requirements in lifecycle stages impacting overall maturity.
Transition; Transformation Rank = 2	Dataset meets business needs of the primary owner and has moderate use by secondary users. Benchmark activities are occurring in at least three stages. Efforts to integrate funding, include partners, and obtain data are not supported in a sustained manner. Management practices in relation to the stages of the approved lifecycle is limited.
Planned; Initial Development Rank = 1	Dataset limited in meeting business needs of the primary owner. Benchmark activities in the approved lifecycle are just starting to consider secondary uses, partnerships are forming to support additional dataset uses. Dataset development is in a very early stage. Minimal or limited management against the benchmarks in the approved lifecycle.
No Activity Rank = no activity	Dataset meets project or local business needs of the primary owner, secondary or additional uses or users were not considered, not recognized as an authoritative data or is part of a similar dataset. Not managed to any of the benchmarks in the approved lifecycle.

General Questions for All Stages

1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?

Answer: Funding is from local offices, budgeting effort minimal, staffing minimal.

Justification Comment: **Attachment(s):**   0

Funded through USGS/Core Science Systems/National Geospatial Program budgeting process.

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2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?

Answer: Process is published as appropriate with respect to sensitivity requirements, process is transparent, published appropriately.

Justification Comment: **Attachment(s):**   1

Principles, Policies, and Procedures are available at http://geonames.usgs.gov/docs/pro_pol_pro.pdf ; decision documents are attached to individual records (http://geonames.usgs.gov/apex/f?p=gnispq); data collection process is available at http://pubs.usgs.gov/circ/1011/report.pdf; user guides are available at http://pubs.usgs.gov/of/1984/0551/report.pdf and http://pubs.usgs.gov/unnumbered/70046348/report.pdf; and meeting minutes are available at http://geonames.usgs.gov/domestic/monthly_minutes.htm.

See also - ANSI INCITS 446-2008 (Identifying Attributes for Named Physical and Cultural Geographic Features (Except Roads and Highways) of the United States, Its Territories, Outlying Areas, and Freely Associated Areas, and the Waters of the Same to the Limit of the Twelve-Mile Statutory Zone (available at http://webstore.ansi.org/FindStandards.aspx?SearchString=INCITS+446&SearchOption= 0&PageNum=0)

AND

GEOSPATIAL LINE OF BUSINESS
LIFECYCLE MANAGEMENT WORK GROUP
DATASET EVALUATION SUMMARY
GEOGRAPHIC NAMES INFORMATION SYSTEM
(GNIS) DATASET (attached).

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3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

Answer: Processes and tools to ensure dataset continuity are in place and implemented for all lifecycle stages.

Justification Comment: **Attachment(s):**   0

Data collection process is available at http://pubs.usgs.gov/circ/1011/report.pdf; user guides are available at http://pubs.usgs.gov/of/1984/0551/report.pdf and http://pubs.usgs.gov/unnumbered/70046348/report.pdf. Dataset continuity knowledge is transferred during staff transitions.

STAGE 1 - Define/Plan

4) Are user and business requirements defined and formalized?

Answer: A recurring process exists for gathering partners/ stakeholders requirements is in place and is in the beginning stages of implementation.

Justification Comment: **Attachment(s):**   0

GNIS serves as the U.S. Board on Geographic Names (BGN) database so follow it follows the PPP and Data Users Guide which were formulated and are revised by BGN member agencies.

5) How are partners/stakeholders involved in the requirements collection process?

Answer: A recurring process exists for gathering partners/ stakeholders requirements is in place and is in the beginning stages of implementation.

Justification Comment: **Attachment(s):**   0

GNIS serves as the U.S. Board on Geographic Names (BGN) database so follow it follows the PPP and Data Users Guide which were formulated and are revised by BGN member agencies.

6) Is there a quality assurance process for the dataset?

Answer: Quality assurance published as appropriate with respect sensitivity requirements.

Justification Comment: **Attachment(s):**   0

GNIS adheres to and reflects the BGN's principles and policies. See http://geonames.usgs.gov/docs/pro_pol_pro.pdf.

7) Is there a process to evaluate the sensitivity, privacy, and confidentiality of this dataset?

Answer: Sensitivity, privacy, and confidentiality evaluations fully implemented, reviewed and updated on a recurring basis.

Justification Comment: **Attachment(s):**   0

The database does not contain any Personally Identifiable Information. The database is in compliance with the Federal Cave Protection Act of 1988 (http://www.blm.gov/style/medialib/blm/wo/Planning_and_Renewable_Resources/recreation_images/national_programs/caves___karst.Par.39979.File.dat/Cavelaw.pdf) and the Archaeological Resources Protection Act of 1979 (http://www.nps.gov/history/local-law/fhpl_archrsrcsprot.pdf).

8) Are defined data standards used in collecting, processing, and/or rendering the data?

Answer: Standards fully implemented documented and published as appropriate.

Justification Comment: **Attachment(s):**   0

Data collection manual is available at http://pubs.usgs.gov/circ/1011/report.pdf; user guides are available at http://pubs.usgs.gov/of/1984/0551/report.pdf and http://pubs.usgs.gov/unnumbered/70046348/report.pdf.

The database is in compliance with the Federal Cave Protection Act of 1988 (http://www.blm.gov/style/medialib/blm/wo/Planning_and_Renewable_Resources/recreation_images/national_programs/caves___karst.Par.39979.File.dat/Cavelaw.pdf) and the Archaeological Resources Protection Act of 1979 (http://www.nps.gov/history/local-law/fhpl_archrsrcsprot.pdf).

STAGE 2 - Inventory/Evaluate

9) Is there a process for determining if data necessary to meet requirements already exist from other sources (either within or outside the agency) before collecting or acquiring new data?

Answer: Process is being implemented to identify datasets promoting reuse and reduce duplication.

Justification Comment: **Attachment(s):**   0

The BGN was created by Public Law to standardize geographic names and promulgate them for use by the Federal Government; therefore there is no other existing source for data (Appendix A - http://geonames.usgs.gov/docs/pro_pol_pro.pdf). For features that the BGN no longer considers under its purview sources are evaluated (http://pubs.usgs.gov/circ/1011/report.pdf).

STAGE 3 - Obtain

10) Is there a process for obtaining data in relation to this dataset?

Answer: Process is fully implemented, reviewed and updated on a regular basis.

Justification Comment: **Attachment(s):**   0

The BGN was created by Public Law to standardize geographic names and promulgate them for use by the Federal Government; therefore there is no other existing source for data (Appendix A - http://geonames.usgs.gov/docs/pro_pol_pro.pdf). For features that the BGN no longer considers under its purview sources are evaluated (http://pubs.usgs.gov/circ/1011/report.pdf).

11) Is the metadata in a FGDC endorsed geospatial metadata standard?

Answer: Metadata is available in a format endorsed by the FGDC, it fully describes the dataset and provides all the information required to make the dataset discoverable, accessible, and usable.

Justification Comment: **Attachment(s):**   0

Metadata is available at http://geonames.usgs.gov/domestic/metadata.htm

12) How complete is the geographic coverage as defined in the requirements for the dataset?

Part 1 Answer: Business requirements for cyclic updates identified and a process is in place.

Part 2 Answer: Dataset has presently attained the greatest geographic coverage as defined by the current requirements or roughly 100%.

Justification Comment: **Attachment(s):**   1

Complete dataset for all 50 States, Washington, D.C. and Territories. Maintenance of features under the BGN's purview (physical features) on an as needed basis; maintenance of features not under the BGN's purview (administrative features) as per NGP Policy Directive on Geographic Names (attached).

STAGE 4 - Access

13) Do you have a process for providing users access to the data in an open digital machine readable format?

Answer: User access process is fully implemented, data is available, process is reviewed and updated on a recurring basis.

Justification Comment: **Attachment(s):**   0

Data are available for download as pipe-delimited text files within a compressed (.zip) format at http://geonames.usgs.gov/domestic/download_data.htm.

GNIS ArcGIS Services (REST, SOAP, WMS, WFS): Provides direct access to the Names layers of The National Map, including display and download capabilities. For information, please go to: http://services.nationalmap.gov/ArcGIS/rest/services/geonames/MapServer.

GNIS XML Service: Provides direct query access to GNIS database by appending query parameters to the URL and returns results in XML format for processing by any user or application. See FAQ 14 at http://geonames.usgs.gov/domestic/faqs.htm for more information about the XML service.

STAGE 5 - Maintain

14) Is there a maintenance process for updating and storing the dataset?

Answer: Dataset maintenance process is fully implemented and processes are reviewed and periodically updated.

Justification Comment: **Attachment(s):**   1

Maintenance of features under the BGN's purview (physical features) on an as needed basis; maintenance of features not under the BGN's purview (administrative features) as per NGP Policy Directive on Geographic Names (attached).

15) Is there an error correction process as part of dataset maintenance?

Answer: Error correction process includes user notification, process reviewed on a recurring basis.

Justification Comment: **Attachment(s):**   0

Feedback from users regarding possible errors existing in the current dataset are collected, errors are corrected as deemed appropriate, updated dataset provided as deemed appropriate, and update notifications delivered by emailing user. Possible errors can be submitted to gnis_manager@usgs.gov.

STAGE 6 - Use/Evaluate

16) Is there a process to determine if the dataset meets user needs?

Answer: Process is fully implemented and repeated on a recurring basis.

Justification Comment: **Attachment(s):**   0

The Board is the primary customer, primary business needs are defined by the requirements of the BGN as reflected in the PPP (http://geonames.usgs.gov/docs/pro_pol_pro.pdf). Secondary requirements are defined by participating government agencies through coordination, memoranda of agreement, standards bodies, and other mechanisms.

17) Is there a process to provide users information on how to access and properly use the dataset?

Answer: Process is fully implemented supporting access and proper use, process is reviewed on a recurring basis.

Justification Comment: **Attachment(s):**   0

Information is searchable online with imbedded help links at http://geonames.usgs.gov/apex/f?p=gnispq. Download files and directions, file formats, etc. are available at http://geonames.usgs.gov/domestic/download_data.htm. Further information is available at FAQ 10 and 14 at http://geonames.usgs.gov/domestic/faqs.htm.

18) Are the business processes and management practices assessed to meet changing technology?

Answer: Assessment process is fully implemented for taking advantage of changing technology, process is reviewed on a recurring basis.

Justification Comment: **Attachment(s):**   0

We keep abreast of the latest and evolving technologies for accessing and delivering data, and implement new technologies through The National Map (http://nationalmap.gov/index.html).

STAGE 7 - Archive

19) Is there an archiving process for the dataset?

Answer: Archival and disposition processes are fully implemented.

Justification Comment: **Attachment(s):**   0

We have an established records schedule in conjunction with the National Archives and Records Administration (NARA) for archiving copies of GNIS.